

CAJS-HR-AGR

MEMORANDUM FOR: President, AGR Selection Board

SUBJECT: Appointment of AGR Selection Board

1. The following individuals are appointed to the AGR Selection Board to consider applicants for Announcement_____.

President:

Member:

Member:

Member:

Recorder:

2. Instructions for board proceedings are prescribed in paragraph 2-5 NGR 600-5. In addition, the points awarded by each member of the board and the total scores for each member will not be revealed to the other members of the board until all members of the board have completed their evaluations of all the candidates. No member of the board may wait until all other scores have been compiled before submitting his/her score, in order to ensure a particular applicant ensured the number one place on the order of merit list (OML).

3. The board will convene at the time and place determined by the President of the Board. However, all actions required by enclosures, with nominations (in order of precedence) will be returned through channels, to CAJS-HR-AGR NLT 30 days from date of the announcement.

3. The gaining unit/Command will coordinate with the losing unit/Command and CAJS-AGR-HR and the selected individual(s) as to the effective start date and other in-processing requirements to include all pay documents as required (i.e. DA form 5960 & SF form 199A). It is the responsibility of the Command to contact the hired individual(s), unless requested from Command to AGR Branch to do so. If all finance documentation is not forwarded to the AGR pay clerk, the soldier **will not be paid.**

FOR THE ADJUTANT GENERAL:

XXXXX X. XXXXXX
XXX, XX, CA ARNG
AGR Manager